Expiring Programmes - Evaluation Rubric

Rating	Criteria to evaluate the processes used to support Enrolled Active Students of expiring programmes	Criteria to evaluate the processes used to support Programme Active Students of expiring programmes
No enrolled students		
No rating yet		

Excellent	Performance is exceptional:
	• all enrolled teach-out students have clear agreed pathways
	• no students disadvantaged
	  AND
	Effective contributing teach-out processes:
	• general and individual communication with students about teach-out requirements is complete
	• programme changes are proactively made to accommodate teach-out students
	• intra-institution partnering and communication is proactive, timely and up-to-date
	  AND
	Few gaps or weaknesses in teach-out student records:
	• student records are up-to-date and complete. Any gaps and weaknesses are minor and are being managed
	• All records are centrally stored and the location of records is structured and transparent
	• PeopleSoft records are up-to-date
		Performance is exceptional:
		• status of all teach-out students are known
		
		  AND
		Effective contributing teach-out processes:
		• General and individual communication where required with students about expiring programmes is complete
		• intra-institution partnering and communication is proactive, timely and up-to-date
		
		  AND
		Few gaps or weaknesses in teach-out student records:
		• Student records are up-to-date and complete. Any gaps and weaknesses are minor and are being managed
		• General and individual communication with students are centrally stored and the location of records is structured and transparent
		• PeopleSoft records are up-to-date

Good	Performance is generally strong:
	• all enrolled teach-out students have clear agreed pathways
	• no students disadvantaged
	  AND
	Effective contributing teach-out processes:
	• general and individual communication with students about teach-out requirements is complete
	• programme changes are **<u>mostly</u>** made to accommodate teach-out students
	• intra-institution partnering and communication is up-to-date
	  AND
	Few gaps or weaknesses in teach-out student records:
	• student records are up-to-date and complete. Any gaps and weaknesses are minor and are being **<u>mostly</u>** managed
	• All records are centrally stored and the location of records is structured and transparent
	• PeopleSoft records are up-to-date
		Performance is generally strong:
		• status of all teach-out students are known
		  AND
		Effective contributing teach-out processes:
		• General and individual communication where required with students about expiring programmes is **<u>mostly</u>** complete
		• intra-institution partnering and communication is up-to-date
		
		  AND
		Few gaps or weaknesses in teach-out student records:
		• Student records are up-to-date and complete. Any gaps and weaknesses are minor and are being mostly managed
		• General and individual communication with students are centrally stored and the location of records is structured and transparent
		• PeopleSoft records are up-to-date

Marginal	Performance is variable:
	• significant number of enrolled teach-out students' pathways are known
	• No students disadvantaged and/or disadvantages to students are all being managed and minimised.
	  AND
	Inconsistent contributing teach-out processes:
	• General student communication has been completed however specific student communication has some gaps with teach-out requirements however these are being addressed
	• Programme changes are reactively made to accommodate teach-out
	• intra-institution partnering and communication is timely and up-to-date
	
	  AND
	Some gaps or weaknesses in student teach-out records that have some impact, and are not being managed effectively:
	• Student records are in progress of being brought up-to-date. There are some gaps and weaknesses in records and these are being managed
	• Records to and from students are centrally stored and the location of records is structured and transparent
	• PeopleSoft records are up-to-date
		Performance is variable:
		• status of almost all teach-out students are known
		
		  AND
		Inconsistent contributing teach-out processes:
		• General student communication has been completed however specific student communication has some gaps with communicating expiring programme information however this is being addressed
		• intra-institution partnering communication is timely and up-to-date
		
		  AND
		Some gaps or weaknesses in student teach-out records that have some impact, and are not managed effectively:
		• Student records are in progress of being brought up-to-date. There are some gaps and weaknesses in records and these are being managed.
		• Records to and from students are centrally stored and the location of records is structured and transparent
		• PeopleSoft records are up-to-date
		
		HoS notified

Poor	Performance is unacceptably weak:
	• enrolled teach-out students have potential gaps in academic provision that are not entirely quantified by the School
	
	  AND
	Ineffective contributing teach-out processes:
	• There are gaps in general and specific student communication and support with teach-out requirements.
	• Programme changes are reactively made to accommodate teach-out
	• intra-institution partnering and communication is reactive and inconsistent
	  AND
	Significant gaps or weaknesses in student records that have significant impact, and are not managed effectively:
	• There are significant gaps and weaknesses in records
	• Records to and from students are inconsistently stored and may be missing
	• PeopleSoft records may not be up-to-date
		Performance is unacceptably weak:
		• status of teach-out students is variable and there is a possibility that students who are within their programme duration are not aware of expiring programmes and are missing out on delivery time
		  AND
		Ineffective contributing teach-out processes:
		• There are gaps in general and specific student communication where required and information on expiring programmes
		• intra-institution partnering and communication is reactive and inconsistent
		
		  AND
		Significant gaps or weaknesses in student records that have significant impact, and are not managed effectively:
		• There are significant gaps and weaknesses in records
		• Records to and from students are inconsistently stored and may be missing
		• PeopleSoft records may not be up-to-date

No enrolled students		